

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual		
	Chapter 1 Administration and Personnel Administration		
1.01.005 - Executive Duty Officer	Approved By:	Director Allen Nance	
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Purpose

To provide guidance to supervisors on when and how to contact a designated member of the Senior Management Team (SMT) during non-business hours.

Policy

It is the policy of this department to ensure that a designated member of the SMT is available to respond to emergencies or significant events occurring within the department and to be available for consultation by department supervisors on a twenty-four-hour a day, seven-day-a-week basis. The Executive Duty Officer (EDO) is a rotating post designated to act in this capacity.

References

Department Policies: [1.01.012 - Release of Information](#)
 [1.01.015 - Media Access to Inmates and Facilities](#)
 [1.03.049 - Background Reviews for ACCESS/WACIC](#)

Definitions

Department of Executive Services, Facilities Management Division (FMD): The County division responsible for the maintenance, security electronics, and mechanical operations in King County buildings.

Executive Duty Officer (EDO): A member of the SMT who is on-call for operational issues during non-business hours. The following senior management staff may alternate in serving as EDO: the director, the deputy director, the facility commanders, the division majors, or any other staff explicitly designated by the director.

Non-Business Hours: 1630 hours to 0800 hours Monday through Friday and twenty-four hours a day on weekends and holidays.

A. EDO Responsibilities

1. The EDO is responsible for decision-making or for ensuring appropriate consultation with other senior managers, when needed, to address operational issues.
2. The EDO shall be available on-call at all times during assigned duty periods to respond to supervisors on an as-needed basis.
3. The EDO is authorized to use a department take-home vehicle during the EDO assignment.
4. The EDO shall keep an 800mhz two-way radio.
5. The EDO is responsible for notifying the director in circumstances that warrant their attention.

6. If an acting shift commander requires staff emergency contact information, the EDO is responsible for providing the information upon request.
7. The EDO shall communicate with other administrative staff the first business day following an EDO assignment regarding any significant incidents that occurred during the EDO's tour of duty.

B. EDO Scheduling

1. The director or their designee is responsible for assigning staff to perform EDO duties.
2. The EDO shall be available for contact either by phone, pager, cellular phone, or radio commencing 1630 hours Friday until 1630 hours Friday of the following week.
3. The shift commander shall ensure that the EDO duty roster is posted in the shift commanders' offices and Central Control of each facility, following distribution.
4. Changes and substitutions shall be allowed by mutual agreement of the parties involved. Notification must be forwarded to the shift commanders' offices and Central Controls in each division regarding any changes.
5. Staff not named above may be assigned EDO duties only with the concurrence of the director.

C. EDO Notifications

The shift commander or their designee shall call the EDO as soon as reasonably practicable but within one hour of occurrence during non-business hours or when unable to contact uniformed command staff during normal business hours. All calls to the EDO require a follow up email sent to ZZGrp, DAJD Executive Duty Officer (EDO) with all pertinent information. The list below are examples only and are not meant to be all-inclusive:

1. **Major incidents**, including:
 - a. An assault on staff that results in injury.
 - b. Serious injury or death of a resident, to include any attempted suicide.
 - c. Deployment of Narcan/naloxone by staff.
 - d. Substantial discovery of contraband.
 - e. Escape/attempted escape(s).
 - f. Fire in the building or on the grounds.
 - g. Earthquake or any natural disaster, with possible damage or injuries.
 - h. Hostage situation.
 - i. Riot or group disobedience.
 - j. Demonstration (inside or outside of the facilities).
 - k. Job action (i.e., organized mass employee sick out/walk out).
 - l. Explosive device suspected in a building or on the grounds.
 - m. Explosion in a building or on the grounds.
 - n. Felony crimes committed in the jail.
 - o. Breach of perimeter security.
 - p. Accident/collision involving County-owned vehicles.
 - q. Hazardous material spill.
 - r. An incident requiring the relocation or evacuation of residents.
 - s. The use or accidental discharge of a firearm by any on-duty employee.
 - t. Activation of the Corrections Emergency Response Team (CERT).
2. **Building problems**, including:
 - a. Any utility failure that jeopardizes the safety, security, and/or welfare of staff, offenders, etc.
 - b. Any building problem that is a security concern that cannot be resolved by FMD.
 - c. Shots fired at the building.

- d. Any incident of significant physical damage to the facility.
- 3. **Personnel issues**, including:
 - a. Outbreak of communicable disease among staff and/or inmates (meningitis, hepatitis, etc.).
 - b. Any injury to staff that causes concern.
 - c. Any staff member placed on administrative leave where an investigation has been initiated.
 - d. Any staff member who has been arrested (an email shall also be sent to DAJDCJIS@kingcounty.gov, following policy [1.03.049 - Background Reviews for ACCESS/WACIC](#)).
 - e. Any staff member who gets in a very escalated verbal or physical altercation while on duty.
 - f. A staff member or one of their family members dies.
 - g. Any request for a staff member to be removed from duty for any reason.
- 4. **Booking and release issues**, including:
 - a. Mass bookings.
 - b. Erroneous release.
 - c. The booking of any law enforcement personnel or an appointed/elected official.
- 5. **Other Items**, including:
 - a. Anytime a shift commander requests consultation on any subject or feels that administrative staff should be aware of any information.
 - b. Any use of force on a civilian by an on-duty staff member.
 - c. Any use of force outside the secure perimeters where another department or agency is involved.
 - d. Any unusual request from any outside agency.
 - e. Any media inquiry.
 - f. Any allegation of misconduct by another department, agency or contractor within the facility.

D. EDO Notification Responsibilities

- 1. Anytime deadly force is used that results in death, substantial bodily harm or great bodily harm the Washington State Office of Independent Investigation must be immediately notified.
- 2. Anytime an in-custody death occurs (to include through the use of deadly force):
 - a. Facility Commander or the appropriate Division Commander
 - b. Director
 - c. JHS Director and Deputy Director, JHS Medical Director and the JHS Accreditation Manager
 - d. King County PAO Public Integrity Team
 - e. King County Inquest Program Manager (via email)